



योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, मानव संसाधन विकास मंत्रालय, भारत सरकार)

नीलबड रोड, भौरी, भोपाल(म.प्र.) - ४६२०३०(भारत)

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of HRD, Govt. of INDIA)

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SPAB/Admin./PLF-06/2016/ 2177

29 फ़रवरी, 2016

29 February, 2016

सूचना/Notice

Biometric Based Attendance System (BBAS) is being introduced in the Institute to record attendance of the employees. BBAS will initially cover all administrative, technical and library staff. Based on requirement, same may be extended to other employees, in future.

All concerned should start marking their attendance, in the Biometric machine, on arrival and at departure w.e.f. 01st March, 2016. They should, however, register with details in Administration section by 29th Feb, 2016. Machine is placed inside Registrar office.

Manual marking of attendance (in registers) shall continue as before along with biometric attendance. Detailed rules/guidelines shall be circulated shortly.

[Director's approval dated 04.01.2016]

(राजेश मौज़ा)

कुलसचिव श्री धाली

Copy to:

1. Director / Deans / HoDs
2. All Faculty & Staff through email.
3. Policy File